The Islamic Association of Arabi

Social Media Policy and Guidelines - Students

1. **PURPOSE**

   This policy has been created to assure that all personnel affiliated with The Islamic Association of Arabi (IAA) and its affiliates (Al-Hameed Boys' Academy, Amatur Rahman Girls' Academy) understand what the organization's policy is regarding social media and it's uses.

   SCOPE
   This social media policy applies to all IAA students and parents.   This policy covers all social media and media platforms, social networks, blogs, photo sharing, wikis, online forums and video sharing.

2. **DEFINITIONS**

   Term: Social Media Account

   Definition: A personalized presence inside a social networking channel, initiated at will by an individual. YouTube, Twitter, Facebook, Instagram, Snap Chat and other social networking channels allow users to sign-up for their own social medial account, which they can use to collaborate, interact and share content and status updated. When a user communicated through a social media account, their disclosures are attributed to their User Profile.

   Term: Social Media Channels

   Definition: Blogs, micro-blogs, wikis, social networks, social bookmarking services, user rating services and any other online collaboration, sharing or publishing platform, whether accessed through the web, a mobile device, text messaging, email or other existing or emerging communications platforms.

   Term: Hosted Content

   Definition: Text, pictures, audio, video or other information in digital form that is uploaded and resides in the social media account of the author of a social media disclosure. If you download content off of the Internet, and then upload it to your social media account, you are hosting that content. This distinction is important because it is generally illegal to host copyrighted content publicly on the Internet without first obtaining the permission of the copyright owner.

   Term: Blog

   Definition: An online journal that contains entries or posts that consist of text, links, images, video or other media and is usually between 300-500 words.

   Term: Microblogging

Definition: Posting brief and often frequent updates online. Unlike traditional blogs, which are often hosted on a custom website, microblogs are typically published on social media sites like Twitter, Instagram, Tumblr and Facebook.

Term: Cyberbullying

Definition: Cyberbullying is the use of electronic information and communication devices, to include but not limited to email messages, instant messaging, text messaging, cellular telephone communications, Internet blogs, Internet chat rooms, Internet postings and defamatory websites.

3. GUIDELINES

Blogs, Wikis, Podcasts, Digital Images & Video

Personal Responsibility

- IAA prohibits any social platforms that are deemed Islamically inappropriate or detrimental to IAA and its affiliates.
- Students are personally responsible for the hosted content they publish online.
- When using social media please remember that you are a Muslim, a part of IAA – Al-Hameed Boys' Academy, Amatur Rahman Girls' Academy and representative of Islam, your colleagues, students, parents, and the community.
- Your online behavior should reflect Islam and the institute in a positive way.
- IAA prohibits any student to make and post photos or videos.
- Anything posted online may be met with severe consequences, up to and including expulsion

Personal use of social networking site, including Facebook, Twitter and Instagram

- Students are personally responsible for all comments/information and hosted content they publish online. Be mindful that things such as *Tweets* and *Status Updates* will be visible and public for a long time.
- Comments related to IAA, its employees, staff and events related to IAA, should always meet the highest standards of professional discretion. When posting, even on the strictest settings, students should act on the assumption that all postings are in the public domain.
  - Microblogging (Twitter, Facebook, Tumblr, Instagram, etc.) comments made using such media are **not** protected by privacy settings. Students should be aware of the public and widespread nature of such media and refrain from any comment and/or #hashtags that could be deemed Islamically inappropriate or detrimental to IAA or its affiliates.
- *IAA prohibits students enrolled in our schools to create Social Media Accounts of any kind.*

4.   CYBERBULLYING:

Cyberbullying by a student directed toward another student or school staff member is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.

IAA prohibits acts of cyberbullying by students through the use of any technologies. This is a serious matter.

Any act online, the Internet or through electronic devices (cellular phones, tablets) that deliberately threatens, harasses, intimidates an individual or group of individuals; places an individual in reasonable fear of harm to the individual or damage to the individual's property; has the effect of substantially disrupting the orderly operation of the school is considered cyberbullying.

Any student that believes he/she has or is being subjected to cyberbullying, as well as any person who has reason to believe a student or school staff member has knowledge or reason to believe another pupil or school staff member is being subjected to or has been subjected to cyberbullying shall immediately make a report to the school principal or designee.

IAA has a zero tolerance against cyberbullying and each reported instance may have consequences up to and including expulsion.

Parent/Student Acknowledgement and Compliance

I have read and understand IAA and its affiliates' policies and guidelines regarding the use of social media. I do hereby declare that I will abide by these guidelines and fully understand the consequences of failing to do so.

Name: _____

Signature: _____   Date: _____

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